



85-2378

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/OTE
1026 CoFC

EXTENSION

NO.

45-17

DATE

28 June 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL

10/17

12/17

A.

1-3 ITS A SUBJECT
That Definitely needs more
DISCUSSION AND we should
do something quickly if we

2.

3. DDA
7D24, HQS..

16 JUL 1985

Z

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Are to pursue

4.

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DDA/Reg - file

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FORM
1-79610 USE PREVIOUS
EDITIONS

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85-2378

45:17



OTE 85-1022

28 June 1985

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Logistics

FROM:



Director of Training and Education

SUBJECT: OTE's Space Needs

1. This is a follow-up to our recent meeting on the Office of Training and Education's (OTE) space needs, and our current problems in the Chamber of Commerce Building.

2. OTE's Space Needs: The bottom line is that OTE will need about 140,000 square feet in the FY 1986-1988 time period. Here is how we get to that number:

Chamber of Commerce	89,000
	10,000
CID/OTE	4,000
Current shortfall	14,000 (See Attachment A)

New Initiatives in FYs 1986, 1987, and 1988:

Systems Training	3,600
Language Training	3,000
Executive and Management Training	4,000
Personal Security Course	3,600
DS&T Training	3,600
DA Training	2,400
Expanded DO Training	2,400

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The new initiatives are based on initiatives in the FY 1986 and 1987 budgets, and an extrapolation of training trends over the past few years. We can easily anticipate a growth of 30 to 40 percent in the next three fiscal years, beginning this October (for more details, see Attachment).

3. Options: Per our conversation, these seem to be the options:

a. Chamber of Commerce:

I do not believe that remaining in Chamber of Commerce (CofC) is acceptable. CofC:

--is not secure, and there are few things that can be done to make it much better. Traffic flows between Wilson Boulevard and Route I-66 through the Chamber of Commerce Building parking lot, and there is direct access to the underneath of the Building from two directions. The basement and the First Floor are totally open to the public.

--safety features are substandard. There is no sprinkler system, and the stairwells are too small to move quickly the large numbers of people.

--lacks space! We are training between

--lacks proper training space. For example, we do not have a classroom that will comfortably seat more than 30 people. This is a disgrace for the training operation of the greatest intelligence agency in the world.

--is outside the main Headquarters/Tysons corridor.

--cannot move students and staff rapidly into the classroom. (the amount of time lost equals some 10 work years per year in excessive time waiting for elevators (i.e., over and above what is normally expected).

--is located in the middle of a booming area in which the traffic and physical discomfort level is growing by leaps and bounds.

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b. [] in 1987.

[] is acceptable if OTE is given sufficient space to meet its needs in 1987. There is no point in going to [] if we cannot take care of our space needs. Getting only two floors in [] will give us less space than we now have. The [] Building is desirable as a training facility for OTE for several reasons:

1) The total building area meets the requirement for 140,000 square feet.

2) It is already gridded for Agency voice and data communications.

3) The horizontal construction will permit more efficient use of the space since there are fewer load-bearing columns to obstruct students' vision.

4) It is more accessible to our customers because of the Route 123 corridor location.

5) The training space requirement is satisfied at one primary location rather than scattered among several locations.

c. A New Rental Facility in 1986.

We have no objection to the suggestion that OTE move to a new rental facility in 1986 as long as it meets our space needs. This would mean writing only a one-year lease on Chamber of Commerce when the lease expires this fall. Whether the costs of outfitting a new rental facility for our needs--security, commo, etc.--is worthwhile, is beyond my purview. I can only say that giving OTE a fresh, first-class building, would do a great deal to underline our dedication to making OTE the best training organization in the Government and to our task in convincing our customers in CIA that it is so.

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d. A New Training Building:

25X1 This is not really a separate option. Whatever OTE's physical disposition in 1986 or 1987 (whether it is ☐ or a new rental facility), I believe that we must seriously pursue a training building for OTE. Our need is very straightforward: as long as we continue to do training in office buildings, we will never have the kind of training environment that we need to do our best work and which CIA officers have a right to expect from an Agency that considers itself the best. We need a training building that is designed for training.

25X1 4. There are, in my view, a number of circumstances which increase the odds for a new training building:

--There is a good chance that large amounts of funds will be available in the CIA and NFIP in the 1989-1993 period as several large programs--like the new Headquarters Building, commo modernization, the NPIC upgrade--end or decline in their funding needs. Obviously, there will be other claimants for this second-phase modernization; we should get our bid in early and with resolution.

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5. What Next.

a. We need to talk more and soon about OTE's physical disposition in FY 1986. Obviously, this will affect the kind of lease negotiated for Chamber of Commerce Building this fall.

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c. With DDA concurrence, we should work up an A&E initiative for FY 1987, or at least FY 1988.

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Attachment

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